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ORD 2030-64

22 SEP 1964

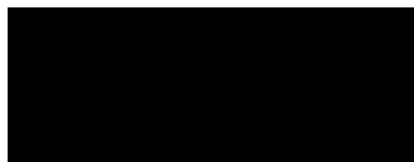
MEMORANDUM FOR: Logistics Services Division, OL

SUBJECT: Justification for Additional Filing Cabinet

1. The Office of Research and Development requests delivery of one 5-drawer filing cabinet to Analysis Division, ORD, room 1D0423.

2. Analysis, a new division within ORD, began its work approximately two months ago. The volume of work handled in Analysis Division has increased greatly. Due to this increase and the lack of storage space for classified material, it has become necessary to request an additional filing cabinet with combination lock.

25X1A9a



Administrative Officer
Office of Research and Development

CONCURRENCE:

25X1A9a



Records Management Officer, DD/S&T

Attachment:
Form 1490

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